

East Longmeadow National Night Out Tuesday, August 2, 2016

Thank you for participating in East Longmeadow's 2016 National Night Out Celebration.

This community event is sponsored by the East Longmeadow Police Department, the East Longmeadow Fire Department, and East Longmeadow Community Access Television (ELCAT).

National Night Out hosts local community groups, businesses, civic organizations, churches and clubs to highlight the resources and services they provide to make East Longmeadow a safe, healthy and supportive community. The event is made possible by the effort and generosity of many volunteers, including public safety personnel, veterans and Rotarians.

There is no fee to participate, and all products or services offered to the public at the event must be **free of charge**.

The town provides a 10' x 10' space for vendors. **We do NOT** provide tables, tents, chairs, or signage for vendors/participants. Access to electricity is **limited** but we will make every effort to locate you near a source of power if you require it. Please notify us **well in advance** if that's the case. We cannot accommodate requests made for electricity later than a week prior to the event.

NEW FOR 2016: IF you will be providing ANY food or beverage to visitors at your booth, you must complete the East Longmeadow Health Department APPLICATION for a TEMPORARY FOOD PERMIT. Vendors are no longer covered under a blanket permit for the event. Instructions are included as a separate attachment to this emailing. PLEASE NOTE THE JULY 18th DEADLINE for processing permits in time for the event. CONTACT THE HEALTH DEPARTMENT at 525 5400 x 1105 with questions. ELPD or ELCAT will not be able to provide you with specific information about Health Permits.

We try to accommodate requests by returning vendors to be generally where they were in past years, but please understand that we cannot always do so. We also try to fulfill requests to be near other vendors to the extent possible. Please note, however, that there are no "guaranteed reserved" spots and final locations are subject to the discretion of the event coordinators on site at the time of set-up.

Please plan to arrive **NO LATER than 4:00pm** if you need vehicle access to the field to unload. Vendor vehicles must be removed before the event begins. Reserved Vendor Parking is provided along the north side of the high school parking lot.

If you plan to attend, please fill out and return the form below by July 18 to: **NNO 2016 c/o ELCAT, 180 Maple St, East Longmeadow, MA 01028**. Or, you may provide the following information in an email to: elcat@eastlongmeadowma.gov. Please put "National Night Out" in the Subject Line. Even if you tell a committee member that you plan to attend, it is **necessary to send this form to us to confirm reservation of your space**.

For more information please email or call Don Maki or Kelly Glover at ELCAT, 413-525-4220

E.L. NATIONAL NIGHT OUT 2014 Vendor Registration

Organization/Business Name _____

Contact Person _____ phone _____

Contact person email: _____

Product or Service being presented _____

ACTIVITY, DONATIONS or GIVEAWAY (if being offered) _____

Do you REQUIRE electricity? _____ Signed _____